

LOUISE S. GLASSO, CMC
City Clerk



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Deputy City Clerk

OFFICE OF THE CITY CLERK
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ALARM PERMIT APPLICATION

Date of Application: _____

Please check one:

Business _____ Residential _____

Name: _____

Address: _____

Hours of Operation: (if business) _____

Telephone: _____

Owner of Location

Name: _____

Address: _____

City: _____

Phone: _____

System Installed by

Company Name: _____

Address: _____

NY State License Number: _____

Contact Person: _____

System Information

Security System

Is there a security system? _____

Local alarm or monitored? _____

If monitored phone number of monitoring company: _____

Fire Alarm

Is there a fire alarm system? _____

Local alarm or monitored? _____

If monitored phone number of monitoring company: _____

Gamewell or SigCom System box number: _____

Please note that if you have a fire alarm system, the City of Rome Fire Department has a Knox Entry System. If you would like the fire department to have a key to your building, contact the fire department at 339-7734 to obtain further information.

Emergency Contact Information

Name: _____
Title: _____
Address: _____
Phone: _____
Work Phone: _____
Cell/Pager: _____

Name: _____
Title: _____
Address: _____
Phone: _____
Work Phone: _____
Cell/Pager: _____

Name: _____
Title: _____
Address: _____
Phone: _____
Work Phone: _____
Cell/Pager: _____

HAZARDOUS MATERIAL INFORMATION

1. Are hazardous materials stored or maintained at this location? YES () NO ()
2. Are material safety data sheets (MSDS) on file? YES () NO ()
3. If Yes, Where?

Fee Structure

One time alarm user fee	\$	25.00
Annual Gamewell/SigCom fee	\$	100.00
One time Gamewell/SigCom install fee	\$	100.00

Signed: _____
Applicant

Signed: _____
Witness

Police and Fire Department Use Only

Date Application Forwarded to Police Department _____

Approved Rome Police Department

Name	Title	Date
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Approved Rome Fire Department

Name	Title	Date
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Key Holder

Being a key holder for a person that has an alarmed building is a responsibility that should not be taken lightly. There have been some instances where responding key holders have needlessly created potentially dangerous situations. The following is a list of instructions (do's and don'ts) for key holders responding to alarms:

-**Don't** rush to get there – **do** arrive safely.

-**Don't** park in the driveway – **do** park on the street in front of the next-door neighbor's house.

-**Do** call 9-1-1 and tell the dispatcher that you have arrived and wait for further instructions.

-**Don't** enter the residence until asked to do so by the police.

-**Don't** assume that it is just a routine false alarm. Trained police officers treat it, as a real threat so should you.

-**Do** follow the officers' directions – for your safety, the responding officer's safety, and for the safety of anyone else involved.

-**Do** remain in your car until the building has been cleared by the responding officers and determined safe to enter.

-**Don't** assume that the responding officers know you and your personal relationship with the building's owner.

Following these simple instructions can help prevent a potentially dangerous situation from needlessly becoming even more dangerous.

Special note to persons with alarmed residences or building: please be sure to choose your key holders carefully. Be sure that you are confident that they can abide by and carry out the above listed guidelines.

Owner _____

Key holder _____

Key holder _____

Key holder _____